

WELCOME TO

Chaparral Estates

A friendly guide for Owners and Renters

We're happy you've chosen to make our community your home. Chaparral Estates is a friendly, well-maintained condominium community where residents take pride in their homes and look out for one another.

This package provides a simple overview of the most common community guidelines, homeowner responsibilities, and helpful information for everyday living. It is intended to make settling in easier and to help everyone enjoy a safe, respectful, and welcoming neighbourhood.

If you ever have questions, please visit our website (www.chaparral-estates.com) or contact the Board (condoboard@chaparral-estates.com). We're here to help.

Friendly Guide to Our Community

This Welcome Package is intended to provide a friendly overview of everyday living at Chaparral Estates. It summarizes many of the most common community guidelines, homeowner responsibilities, and expectations.

This guide is not a replacement for the Condominium Bylaws, Architectural Standards, or Board policies. Owners and residents should refer to the official governing documents for complete details and requirements. Current governing documents can be found on the community website at www.chaparral-estates.com.

Getting Settled In

We encourage all new residents to:

- ✓ Register on the community website
- ✓ Introduce yourself to your neighbours
- ✓ Contact the Board before planning exterior changes to ensure any required approvals are in place.
- ✓ Ensure your contact information is up to date with the Property Manager
- ✓ Familiarize yourself with mailbox location, visitor parking and waste disposal locations
- ✓ Reach out to the Board if you have questions or need assistance

Stay Connected

Visit www.chaparral-estates.com to stay connected with your community. We encourage all residents to register so you can receive news, updates, event information, and important community notices.

Who this package is for

This welcome package is intended for Owners, renters, household members, and guests. Community guidelines apply to everyone living in or visiting Chaparral Estates. Owners play an important role in helping household members, tenants, and visitors become familiar with community guidelines and expectations so everyone can enjoy a positive living environment.

Everyday community expectations

We all share responsibility for maintaining a respectful and enjoyable community. Please be considerate of your neighbours, help keep shared spaces tidy, and do your part to keep Chaparral Estates safe, welcoming, and enjoyable for everyone.

Owner responsibilities

Homeownership in Chaparral Estates comes with shared responsibilities that help keep our community attractive, safe, and well maintained. In general, owners are responsible for maintaining the interior of their homes and certain owner-specific items, while the Corporation looks after many shared community elements. If you are unsure who is responsible for a particular item, please contact the Board or Property Manager.

Owner checklist

- Keep your contact information current with the Property Manager.
- Notify the Property Manager of any change in ownership, mortgage, lease, or occupancy.
- Pay condominium fees and any approved assessments when due.
- If you rent your home, ensure all required tenancy documentation is provided to the Property Manager.
- Review community communications and stay informed about community updates.

Renter and Tenant responsibilities

Renters are an important part of the Chaparral Estates community. To help everyone enjoy a positive living environment, tenants are expected to follow community guidelines, Architectural Standards, and applicable community policies. Owners remain responsible for their homes and for ensuring tenants have the information they need to enjoy the community successfully. We ask that tenants take pride in their homes and outdoor areas, be considerate of their neighbours, and check with the Owner before making changes that may require approval.

Pets and animals

We know pets are an important part of many families. To help ensure pets and residents can comfortably enjoy the community, Board approval is required before keeping dogs, cats, or other animals in the community. Birds, fish, and small animals kept in enclosed habitats inside the home do not require approval.

Approved dogs and cats must remain under control and be hand-leashed while on community property. To help keep the community clean and enjoyable for everyone, dogs must be taken off-site to relieve themselves and are not permitted to urinate or defecate within the community. Pet owners are expected to prevent damage to landscaping and common areas and promptly clean up any accidental messes.

Parking and vehicles

Please use your designated parking area and reserve visitor parking for guests. Parking is not permitted anywhere on the roadway, including in front of the garbage bin enclosures. This applies to owners, tenants, visitors, contractors, and service providers.

Recreational vehicles (RVs), trailers, campers, boats, utility trailers, and similar vehicles are not permitted to be parked within the community at any time unless prior approval has been arranged with the Board.

Our roads are narrow, and even a single parked vehicle can prevent emergency vehicles, such as fire trucks and ambulances, from getting through when needed. Keeping the roadways clear helps ensure safe and timely access for everyone in our community.

If you have questions about parking, visitor parking, trailers, recreational vehicles, or other special circumstances, please contact the Board before making arrangements. We're happy to discuss options and help ensure community requirements are met.

Noise, work hours and courtesy

Please be mindful of noise and your neighbours' quiet enjoyment of their homes. Construction and contractor work is generally limited to daytime hours. If you are planning a project that may be disruptive, please contact the Board first.

Renovations and exterior changes

Planning a renovation or outdoor project? We encourage you to check with the Board before getting started. Some changes to the exterior of your home, landscaping, drainage, plumbing, heating, or electrical systems may require Board approval or permits. Checking first can help avoid delays, unexpected costs, or having to redo work later. If you're unsure, just ask. We're happy to help.

Outdoor Spaces

Each home includes outdoor areas for your use and enjoyment. Please help keep these areas neat and attractive. If you are considering landscaping, decorating, or making exterior changes, please contact the Board first, as approval may be required. The Corporation maintains many of the community's shared outdoor spaces, including perimeter fencing, general landscaping, and parking areas, while owners are responsible for the day-to-day care of their assigned outdoor spaces.

Maintenance items and reporting

Responsibility for maintenance is shared between Owners and the Corporation. Generally speaking, Owners are responsible for the interior of their homes and certain owner-specific components, while the Corporation is responsible for many exterior and common elements.

If you are unsure who is responsible for a repair or maintenance item, please contact the Board or Property Manager before arranging work.

Waste

Helping to keep our community clean benefits everyone. Please place ordinary household waste in the provided receptacles and dispose of oversized items through appropriate City or private disposal services. Bulk items that are not collected through regular City pickup remain the responsibility of the Owner.

Rentals, short-term stays and home businesses

Owners may rent their homes provided the Corporation's tenancy requirements are met. Owners remain responsible for ensuring that tenants comply with community guidelines.

If you are considering a home-based business, short-term accommodation, or another non-traditional use of your home, please contact the Board before proceeding to ensure the activity is permitted and any applicable requirements are met.

Contributions and fees

Monthly condominium fees help support the services and maintenance that keep Chaparral Estates looking its best and running smoothly. Information about fee amounts and payment options will be provided by our Property Manager.

Before you make a change, ask first

A little checking before starting can prevent damage, extra cost or rework. When in doubt, ask before you begin. A quick conversation with the Board can help avoid unnecessary costs, delays, or rework.

Ask yourself:

- ☐ Will this affect the outside of your home, your yard or patio, drainage, utilities, or another resident?

- ☐ Could this project require Board approval or compliance with Architectural Standards?
- ☐ Will landscaping or decorating change an assigned patio or rear yard?
- ☐ Will this involve an animal, parking/storage, a home occupation, deliveries, customers or short-term accommodation?
- ☐ Have I checked current written Board rules or policies, and obtained any required municipal permits?
- ☐ Have I received the required written Board consent before work or activity begins?

Emergencies and contacting the Corporation

Questions, concerns, suggestions, and maintenance issues are best communicated to the Board or Property Manager as early as possible. Open communication helps us address issues and keep the community running smoothly.

Meetings and staying informed

Community involvement helps make Chaparral Estates a stronger and more connected place to live. Owners are encouraged to attend Annual General Meetings, stay informed about community initiatives, and participate in matters that affect the community. Watch for official notices regarding meetings, voting, and Board communications, and regularly check the community website for updates.

Being a Good Neighbour

One of the things that makes Chaparral Estates special is the sense of community among residents. Small gestures such as greeting neighbours, respecting quiet enjoyment, maintaining your property, and helping keep common spaces clean contribute to making Chaparral Estates a great place to live.

We encourage residents to get involved, stay informed, and help foster the welcoming community spirit that makes Chaparral Estates a great place to live.

A few helpful habits

- Keep a copy of the Condominium Bylaws, Architectural Standards, and community policies available for future reference.
- Keep written Board consents and related plans or permits with your home records.
- Owners should ensure renters receive current community information and governing documents.

Thank You and Welcome

We are proud of our community and grateful to everyone who helps make Chaparral Estates a wonderful place to call home. By working together and respecting our shared spaces, we can continue to maintain a safe, friendly, and attractive community for all residents.

Welcome to the neighbourhood!

QUICK REFERENCE

Everyday living at Chaparral Estates

This quick reference highlights common community guidelines. Please refer to the official governing documents on the community website for complete details and requirements.

BOARD CONSENT	Ask for Board approval before exterior or structural changes, patio or yard landscaping projects, pets requiring approval, and other activities that may affect the community.
PETS	Board approval is required for dogs, cats and most household pets. Birds, fish and small caged animals are permitted without approval. Dogs must be approved by the Board and must be under 35 lbs.
NOISE / WORK	To respect neighbours' quiet enjoyment, contractor work is restricted during evenings, weekends, and holidays unless approved by the Board.
PARKING	Assigned area: up to two automobiles. No vehicle repairs; 20 km/h speed limit; visitor parking only in designated areas.
TRAILERS / RVs	Loading or unloading only, for a Board-set period of no more than 24 hours.
OUTDOOR SPACES	Keep your outdoor space neat and attractive. Approved landscaping or outdoor improvements are maintained by the owner who received approval.
WASTE	Use the Board-provided receptacles. Owner removes bulk items the City does not normally collect.
RENTERS	Tenants are expected to follow community guidelines. Owners remain responsible for meeting tenancy requirements.
HOME OCCUPATION	Must meet applicable City requirements, have no public attendance or home deliveries, and satisfy Board insurance/licence proof requirements.
MAINTENANCE	Maintenance responsibilities are shared between Owners and the Corporation. Contact the Board or Property Manager if you are unsure who is responsible for a particular item.
CONTRIBUTIONS AND FEES	Monthly condominium fees help support the services and maintenance that keep Chaparral Estates looking its best and running smoothly. Information about fee amounts and payment options will be provided by our Property Manager.
CURRENT RULES	Visit www.chaparral-estates.com regularly for community information, announcements, and governing documents.

This Welcome Package is intended as a helpful introduction to life at Chaparral Estates. While every effort has been made to summarize community expectations accurately, the Condominium Bylaws, Architectural Standards, and Board policies remain the official governing documents. For the most current information, community updates, and governing documents, please visit www.chaparral-estates.com.